

<b>Document title:</b>		Course Extension and Deferral Policy
<b>Approving authority:</b>		Board of Directors
<b>Related policies:</b>		Application and Admissions Policy Course Fees Policy Exit Points Policy Refund Policy Transition and Teach-Out Management Policy
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<b>Version</b>	<b>Release date</b>	<b>Comment</b>
V1.0	01/08/2024	Initial release, replacing Course Extension and Adjustment Policy

## 1. Introduction

This policy outlines the process and conditions for course extensions and requests for deferral of studies at ITAC. It is designed to help students manage their studies while balancing other responsibilities and unforeseen circumstances. Our aim is to provide a flexible learning environment while maintaining academic integrity.

## 2. Course Duration and Flexibility

### 2.1 Standard Course Structure:

- The course is structured to take the average student 6 months to complete, including placement and school holidays.
- We provide a standard enrolment period of 12 months, which already includes a 6-month extension to accommodate various life circumstances.
- An additional 6-month extension is offered free of charge upon enrolment, bringing the total enrolment window to 18 months.
- This extended 18-month period eliminates the need for formal deferrals in most cases, as a full 12 months of flexible time is already built into the enrolment.

### 2.2 Extensions:

- If students require additional time beyond the 18-month window, further extensions are available at reasonable monthly rates.

- Extensions are typically granted for 1, 3, or 6 months.
- All extension fees are payable in advance unless otherwise negotiated.

### **3. Student Responsibilities**

As adult learners, students are responsible for:

- Completing coursework within the 18-month enrolment period.
- Allowing sufficient time for marking, potential resubmissions, and organising Workplace Learning (WPL) requirements.
- Planning for possible disruptions such as illness, school holidays, and other unexpected events.
- Completing WPL outside of school holidays at times agreeable to workplaces.

### **4. Holiday and Travel Considerations**

- The 18-month enrolment window allows students to plan their studies around travel commitments.
- Students are encouraged to complete as much coursework as possible before travelling but can continue working on assignments while away as their schedule permits.
- Upon return, students can resume studies and complete any remaining components within the enrolment period.
- Email support remains fully available during travels.

### **5. Unexpected Medical Situations**

- The 18-month enrolment window is designed to accommodate unexpected life events, including medical issues.
- Students can adjust their study pace without needing formal deferrals in most cases.
- For severe medical conditions, short-term extensions may be considered at no additional cost and evaluated on a case-by-case basis.

### **6. Course Deferrals and Flexible Study Options**

While ITAC does not offer formal course deferrals, our course structure is designed to provide significant flexibility, eliminating the need for deferrals in most cases:

#### **6.1 Built-in Flexibility:**

- The 18-month enrolment period includes 12 months of flexible time beyond the expected 6-month completion timeframe.

- This extended period allows students to effectively manage their studies around various commitments and unexpected events without needing to apply for formal deferrals.

#### 6.2 Adjusting Study Pace:

- Students can slow down or pause their studies as needed within the 18-month window.
- For unexpected situations (e.g., medical issues, travel), students can adjust their study pace without formal procedures.

#### 6.3 Travel Considerations:

- Students can plan extended travel within the 18-month period without formal deferrals.
- Coursework can be continued while travelling, as schedules permit.
- Full email support remains available during travel periods.

#### 6.4 Medical Situations:

- The extended enrolment period accommodates most medical situations without requiring formal deferrals.
- For severe medical conditions, short-term extensions beyond 18 months may be considered on a case-by-case basis.

#### 6.5 Support for Continuation:

- Rather than deferring, students are encouraged to maintain engagement with their studies, even at a reduced pace.
- ITAC offers support and guidance to help students continue their studies while managing other commitments.

This flexible approach allows students to customise their study schedule within the 18-month period, effectively providing the benefits of a deferral without the need for formal procedures in most cases.

### **7. ITAC's Discretion**

ITAC is not under any legal obligation to extend a course beyond the 18-month period, regardless of circumstances or evidence provided. Students are strongly encouraged to complete their coursework and placements well in advance of their end date.

### **8. Application Process**

Students requiring extensions beyond the 18-month period should apply in writing, preferably using the designated master form, sent from their email address on record.

### **9. Additional Support**

Students facing challenges with their studies can be connected with experienced trainers for guidance and support strategies.

#### **10. Training and Review**

This policy will be communicated to all relevant staff and students. ITAC will review the policy regularly to ensure it remains current and consistent with best practices and all legal requirements.

#### **11. Conclusion**

This policy is designed to provide a supportive and flexible environment for students to manage their studies effectively within the structured 18-month enrolment period, with options for further extensions if necessary.

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